

INSTRUCTIONS FOR FORM NIST-1263 (Page 3): ESTIMATED MULTI-YEAR BUDGET— JOINT VENTURE

Every item must be completed and reflect estimated costs for each year of the proposed project. This form may be duplicated, as necessary, depending on the duration of the project and the number of participants. Specify the year on each page at the top right-hand block as noted and the name of each participant at the top of each column. Include a **TOTAL** budget, which consolidates all of the project years' costs.

1. **OBJECT CLASS CATEGORY.** List in each column the costs (rounded to the nearest whole dollar) associated with each object class category for each year of the proposed project. Enter the totals of the five columns in the last column.

- A. **Personnel Salaries/Wages**—Enter the total salaries of full- and part-time personnel, excluding fringe benefits.
- B. **Personnel Fringe Benefits**—Enter the total fringe benefits (vacation, sick leave, and military leave; health and life insurance; retirement, social security, etc.) associated with the personnel.
- C. **Travel**—Enter the costs for transportation, including airfare, taxis, lodging, subsistence, and so forth.
- D. **Equipment**—Enter the costs for general items of equipment. **NOTE:** ATP funds may not be used for construction of new buildings or extensive renovations of existing laboratory buildings. ATP funds may, however, be used for construction of experimental research and development facilities to be located within a new or existing building provided that the equipment or facilities are essential for carrying out the proposed scientific and technical

project. Costs must be prorated if equipment or facilities will not be 100 percent dedicated to the ATP project during the project period.

- E. **Materials/Supplies**—Enter the costs for expendable materials and supplies.
- F. **Subcontracts**—Enter the costs for subcontracts. **NOTE:** Joint venture participants may not subcontract to another part of the same company or to another company with identical ownership. Subcontractors, excluding those that provide goods and services, who receive more than \$500,000 each are subject to the same audit requirements as the recipient. The cost of the subcontractor's audit should be included in the subcontracts category.
- G. **Other**—Enter the costs for any other direct costs that do not fit into the direct categories above. The cost of the project audit should also be included in this category unless it is part of the indirect costs or to be performed by a cognizant federal audit agency. Audits must be performed in accordance with the *NIST Program-Specific Audit Guidelines for the ATP Cooperative Agreements With Joint Ventures* (<http://www.atp.nist.gov/atp/psag-jv.htm>). For nonprofit organizations subject to OMB Circular A-133, Audits of States, Local Government, and Non-Profit Organizations (<http://www.atp.nist.gov/atp/helpful.htm>), the annual Circular A-133 audit is deemed to meet the ATP audit requirement. Audits must be conducted by an external auditor (CPA or cognizant federal audit agency). For awards of less than 24 months, an audit is required at the end

of the project; for 2-, 3-, or 4-year awards, an audit is required after the first year and at the end of the project; for 5-year awards, an audit is required after the first year and the third year and at the end of the project. If a recipient has never received federal funding from any federal agency, a certification will be required from a CPA to determine whether the recipient has a functioning financial management system that meets the provisions of 15 C.F.R. § 14.21. The CPA costs may be included in this category unless they are part of the indirect costs.

- H. **Total Direct Costs**—Enter total direct costs.
- I. **Total Indirect Costs**—Enter the total indirect costs to be charged to the proposed project. An indirect cost is any cost not directly identified with a single, final cost objective but identified with two or more final cost objectives or an intermediate cost objective. After direct costs have been determined and charged directly to the project or other work, indirect costs are those remaining to be allocated to the several cost objectives. Because of the diverse characteristics and accounting practices it is not possible to specify the types of costs that may be classified as indirect costs in all situations. However, typical examples of indirect costs for many organizations include general administration, such as the salaries and expenses of executive officers; rent; utilities; personnel administration; maintenance; library expenses; and accounting. ATP shall interpret indirect costs in accordance with applicable federal cost principles.
- J. **Total Costs**—Enter the total costs for the proposed R&D project.
- K. **Non-ATP Funds**—Enter the total non-ATP funds (i.e., funds provided by each

participant, state/local sources, and other private sources). **NOTE:** The total non-ATP funds must be more than 50 percent of the total project costs for each year's total costs.

- L. **ATP Funds Requested**—Enter the total amount requested from ATP. **NOTE:** The ATP funding requested must be less than 50 percent of the total project costs for each year's total costs.

2. SOURCES OF FUNDS

- A.–D. List in the left-most column all sources of support individually (ATP first), and enter associated costs in the appropriate columns. Examples of non ATP sources of funds include each participant, state/local government, etc. Enter totals of the rows in the last column.
- E. **Total Sources of Funds**—Enter the total sources of funds in each column for each year (12-month period) of activity.

3. TASKS

- A.–J. List in the left-most column all of the proposed tasks, and enter the associated costs in the appropriate columns. Enter the totals of the rows in the last column. Tasks should be a high-level aggregation of subtasks that have costs that can be easily updated as a group on an annual basis. ATP does not prescribe the appropriate number of tasks. If you have more tasks than the lines provide, make additional copies of this sheet to show the additional tasks. Task names and amounts must correspond with those in the Gantt chart in the R&D plan discussion.
- K. **Total Costs of All Tasks**—Enter the total costs of all of the tasks in each of the columns for each year of activity.